

~~CONFIDENTIAL~~

ANNEX "B"

TERM OF REFERENCE NO. 2

25 November 1957

### I. PROBLEM

To determine the extent to which the basic ISC should be recast to meet the general needs of the IAC.

### II. BACKGROUND

Each representative on the Working Group was asked to review the various chapters of the ISC and to make a general statement describing the weaknesses of the code in relation to his agency's interest. It became evident in the discussions which followed that the ISC would require major revision in order to make it serve the general library needs of the intelligence community. The Working Group, therefore, decided to convert its individual criticisms of the ISC into a series of instructions to guide a subsequently appointed Task Force whose function it would be to modify the Code and publish a new edition.

### III. INSTRUCTIONS

#### a. Precepts

- (1) The ISC should reflect subjects found in intelligence reports and should be capable of serving the needs of a general intelligence library reference service. It should not be a cumulation of minute subjects which intelligence analysts or other specialized users would like to have included for their respective purposes.
- (2) The ISC should be concise in make-up, methodically arranged, and easy to apply. It should be amply supplied with cross references, definitions, and explanatory notes.
- (3) The basic structure of the ISC should have a maximum capacity of six digits. Subjects which do not require a full 6-digit expansion should be left smaller, but any later expansion within the 6-digit framework should be controlled by the revision procedures set forth in Term of Reference #4.
- (4) The ISC should contain a full supplement of subject modifiers, on a chapter-by-chapter basis. These modifiers will have the combined functions, where applicable, of the prefix action codes and the terminal digits used in the current ISC. The terminal digit system should be discontinued because this precommitment of the 6th digit limits expansion.

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b. General Instructions

- (1) Examine the general character of the informational content of intelligence reports (raw and finished).
- (2) Review the types of subject requests which a general intelligence library system will be expected to serve.
- (3) Become familiar with the background, training, and educational level of persons likely to be called upon to apply the subject classification scheme.
- (4) Determine the role of the reference librarian in the search operation.
- (5) Consider machine capabilities in revising the ISC.
- (6) Take into account the following recognized deficiencies of the present ISC:
  - (a) Dispersion and repetition of like subjects.
  - (b) Lack of balance: extreme detail in some sections, inadequate detail in others.
  - (c) Incorporation of technical detail beyond the subject specialization of the average coder.
  - (d) Lack of sufficient cross references, definitions, and annotations.
  - (e) Absence of a guide for general use of the ISC and of specific instructions for each chapter.
- (7) Explore the possibilities of wider, more effective use of the concept of subject modifier. This auxiliary code, always used in conjunction with a subject code, permits a systematic amplification of the subject code or classifies the subject within a particular area of activity, e.g. research and development in field of weapons, or production of weapons.
- (8) Upon completion of the revised ISC, develop a relative index.

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c. Specific Instructions

- (1) World Politics - The overlapping subject headings should be eliminated by adding cross references, making appropriate deletions, and defining terms. Consider placing the subjects of Propaganda (now in the 800 Chapter) and Psychological Warfare (now in the 500) in this chapter.
- (2) Army, Navy, and Air - Military equipment in these categories should be moved to an expanded and revised Weapons and Equipment Chapter, with subject modifiers as needed. Combine the 3 Armed Forces in one chapter of the ISC; this would have the advantage of (a) following the NIS outline, and (b) placing joint military subjects in the same chapter.
- (3) Weapons and Equipment - All weapons and military equipment should appear in this chapter only. Consider moving Psychological Warfare out of this chapter. Subject modifiers should be set up for economic, military, and research aspects. If necessary, specific designations, such as R, N, and A for Army, Navy, and Air, can be combined with the subject modifiers as a double modifier, e.g., R 16/514 - Army Research on Small Arms.
- (4) Science - This chapter should be limited to scientific organization and processes. Specific military equipment and other similar commodities should be moved from the present 600 Chapter to the Weapons and Equipment Chapter, as previously noted, and all other equipment placed in the Economics Chapter and the newly proposed Transportation and Communications Chapter.
- (5) Economics - This chapter should retain all commodities other than military, transportation, and communications equipment.
- (6) Transportation and Communications - This new chapter, following the NIS outline, should contain equipment, systems, and installations.
- (7) Social and Cultural Forces - This chapter should be relieved of extraneous and overlapping subjects. Consider transferring Propaganda to the chapter on World Politics.
- (8) Organization of Information - Eliminate this chapter for document indexing. Set up appropriate subject modifiers as form divisions applicable to the entire ISC.

IV. FINDINGS AND CONCLUSIONS

The Working Group believes that the ISC should be recast to meet wider IAC needs and applications unforeseen at the time of its original preparation.

The Working Group has developed the criteria and general instructions to guide such an effort, and is convinced that an internal Task Force, comprised of experienced ISC users drawn from the CIA staff, could best perform the job. Assistance from an outside consultant with professional competence in hierarchical classification systems should be sought as needed.

It is the general consensus that the present Working Group should continue as advisers and coordinators to the Task Force.

If this undertaking were to commence on 1 January 1958, the Working Group estimates that the total time required for the entire project would be 1 year. It has set up tentative target dates as follows:

Chapters

Political	1 February 1958
Social and Cultural Forces	1 February 1958
Economics	1 March 1958
Transportation and Communications	1 May 1958
Science	1 May 1958
Armed Forces	1 May 1958
Weapons and Equipment	1 June 1958

Final Draft

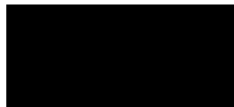
1 July 1958

Published Edition with Relative Index

1 January 1959

The above dates are contingent upon the availability of assistance from within and outside CIA.

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